



USC University of
Southern California

Senior Fire Safety Coordinator Job Description

JOB INFORMATION

Job Code:	119308
Job Title:	Senior Fire Safety Coordinator
FLSA Status:	Exempt
Supervisory:	Leads one or more employees performing similar work.
Job Family:	Safety/Risk Management
Job Family Group:	Environmental Health and Safety
Management Level:	7 Individual Contributor

JOB SUMMARY

Develops, maintains, and executes fire prevention and safety programs for the university. Leads projects and coordinates with internal and external departments and agencies. Performs inspections, provides fire-safety expertise, develops and conducts training responds to emergency incidents, and maintains responsibility for writing program and other documentation.

JOB QUALIFICATIONS:

Education

Req	Pref	Degree	Field of Study
X		Bachelor's degree	
	X	Bachelor's degree	in related field(s)

Additional Education

Check here if experience may substitute for some of the above education.

<input type="checkbox"/>	Combined experience/education as substitute for minimum education
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Work Experience

Req	Pref	Work Experience	Experience Level
X		3 years	
	X	4 years	

Additional Work Experience

Check here if education may substitute for some of the above work experience.

<input type="checkbox"/>	Combined experience/education as substitute for minimum work experience
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Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated experience with and proven ability to interpret, current federal, state, and local fire codes, laws, regulations, and standards for fire safety. Project management experience and strong writing skills.
X		Demonstrated ability to independently organize, prioritize and work assignments.
X		Working knowledge of laboratory methods, procedures, techniques, facilities, and equipment.

Knowledge, Skills and Abilities

Req	Pref	Functional Skills
X		Demonstrated skills in examining and evaluating operations, and developing and/or re-engineering operating strategies, systems, and procedures.
X		Excellent written and oral communication skills, and the ability to communicate technical information to non-technical audiences.
	X	Strong leadership skills.
	X	Training and drill facilitation experience.

Certifications

Req	Pref	Select Certifications	Enter Additional Certifications
	X		Fire Inspector and Plans Examiner certifications.
	X		Emergency Medical Technician, CPR, AED, and first-aid certifications.

Other Job Factors

- May require work, and travel, on weekends, evenings, and/or holidays, based on business necessity.
- This position is designated as a Campus Security Authority (CSA) under the Clery Act and must comply with the requirements of said designation.

JOB ACCOUNTABILITIES

	% Time	Essential	Marginal	N/A
Develops, implements, and maintains university-wide fire prevention and safety programs. Liaises with stakeholders to ensure maintenance of fire safety equipment. Directs stakeholders to ensure compliance with fire safety protocols to include permit acquisition for hot work, impairments, tenant improvements and new construction.				
Performs risk assessments and evaluates existing fire safety and emergency prevention/response programs for adequacy and regulatory compliance. Conducts internal, insurance, and LAFD inspections. Ensures all inspections and fire safety data is entered into databases. Runs reports and evaluates trends.				
Communicates and enforces fire safety codes and regulations/guidelines, and addresses violations as required. Keeps up-to-date on current federal, state, and local legislation, regulation changes, and changes to codes and standards; maintains knowledge of current and emerging issues and trends in area of specialty. Maintain relationships with city, county, state and federal partner agencies.				
Responds to fire incidents, emergencies, and disasters to provide fire safety subject matter expertise. Responds to day-to-day fire incidents for internal coordination and liaises with external agencies. Supports the Business Continuity Specialist with the activation and facilitation of continuity plans. Prepares or coordinates after-action reports following drills and fire incidents, including recommending improvements and incorporating findings into current fire safety plans and training. Facilitates post-incident and drill debriefings. Coordinates the follow-up to ensure actions are resolved.				
Coordinates, designs, and conducts fire and related safety training. Trains and advises the university community regarding fire safety and response protocols and procedures to ensure compliance with federal, state, local, and university policies and regulations. Develops and presents public information and preparedness education programs for students, faculty, staff and visitors. Promotes an environment that fosters inclusive relationships and creates unbiased opportunities for contributions through ideas, words, and actions that uphold principles of the USC Code of Ethics.				

Other Requirements

<i>Essential:</i>	<i>Emergency Response/Recovery</i>	<i>Essential:</i>	<i>Mandated Reporter</i>
	In the event of an emergency, the employee holding this position is required to “report to duty” in accordance with the university’s Emergency Operations Plan and/or the employee’s department’s emergency response and/or recovery plans. Familiarity with those plans and regular training to implement those plans is required. During or immediately following an emergency, the employee will be notified to assist in the emergency response efforts, and mobilize other staff members if needed.		A mandated reporter who in his or her professional capacity has knowledge of, or reasonably suspects a person who is under the age of 18 years, elderly, or a dependent adult has been the victim of abuse or neglect must report the suspected incident. The reporter must contact a designated agency immediately or as soon as practically possible by telephone or in writing within 36 hours. By virtue of the associated job duties, this position qualifies as a mandated reporter as required by state law and USC’s policy at: https://policy.usc.edu/mandated-reporters/
<i>Campus Security Authority (CSA)</i>			<i>Essential:</i>
By virtue of the associated job duties, this position qualifies as a Campus Security Authority as required by law and USC’s policy at: https://dps.usc.edu/alerts/clery/			Yes

ACKNOWLEDGMENTS

The above statements reflect the essential and non-essential functions as necessary to describe the principle contents of the job. They are not intended to be a complete statement of all work requirements or duties that may be required of the position. I understand that I may be asked to perform other duties as assigned. USC reserves the right to add or change duties at any time.

The University of Southern California is an Equal Opportunity Employer. USC prohibits discrimination on any basis protected under federal, state, or local law, regulation, or ordinance or university policies. All employment decisions are based on individual qualifications and business need.

I acknowledge receipt of this job description and its associated physical requirements. I have read and understand the job description and job requirements and agree to abide by their contents. I realize that duties may be requested of me that are not specifically stated herein. I understand that I will be expected to adjust to potential fluctuations in work volume. I understand that, if I have any questions about the essential functions or expectations of my position, my supervisor and/or HR partner are available to discuss them with me.

Print Employee Name

Signature

Date

Print Manager Name

Signature

Date

This job description describes the general nature and level of work required by the position. It is not intended to be an all-inclusive list of qualifications, skills, duties, responsibilities or working conditions of the job. The job description is subject to change with or without notice, and Management reserves the right to add, modify or remove any qualification or duty. Nothing in this job description changes the existing at-will employment relationship between the university and the employee occupying the position.